

Army “Adopt an Installation” Food Program Initiative

Concept Plan: The *Adopt an Installation* food program initiative is a partnership between the United States Army and the civilian industry. This initiative would result in local institutionally trained chefs or certified chefs the opportunity to volunteer and partner with their local Army installations to provide training, mentorship, and/or guidance to military culinary personnel or military dining facility operations with the endstate of increasing individual knowledge, skill, abilities, and attributes to include improving the quality of support provided to the diner.

The intent is for this to be a locally instituted program at a zero-cost to the installation/units. Civilian industry agencies and their personnel who participate in this program understand that they are volunteering their time, knowledge, and experience to assist in improving the Army Culinary Program, and do so with no expectations of compensation.

Plan of Execution: The Joint Culinary Center of Excellence (JCCoE) markets this initiative with current industry partners to include posting on the department website to facilitate future partnerships within the civilian industry.

Institutionally trained chefs or chefs certified through a comprehensive certification program coordinate through the installation food program manager or unit Food Advisor (FA)/Sergeant Major (SGM) on their willingness to volunteer to assist in enhancing the installation food program.

Coordination on intent and expectations to include the method of execution will be conducted locally and may include but not limited to centralized training/education sessions and seminars, individual dining facility menu production and service training, and training sessions/seminars to improve individual skillsets in support of local operations or the 92G Credentialing Program. A clear description of the duties and scope of responsibility of the volunteer position must be provided.

The installation food program manager or unit food advisory personnel in coordination with their respective dining facility operations will determine the method of involvement and timeline for execution.

Reporting Requirements: Installation food program managers or unit food advisory personnel will provide on a monthly basis through their command channels to JCCoE, Director of Operations (DOO), a summary of all *Adopt an Installation* food program initiatives that identifies at a minimum the full name, training institution, work location (if applicable), and certifications (if applicable) of the volunteering chef; what type of training, education, or assistance was provided/received; timeline i.e. dates and times; location i.e. which dining facility, or centralized training facility; the number and level of personnel trained i.e. total trained is 27: two SFCs, four SSGs, four SGTs, and 17 E4s and below; number and level of personnel trained that are enrolled in the 92G credentialing program; and, an overall summary of the learning outcome.

JCCoE DOO will consolidate initiative summaries and provide a consolidated report to the JCCoE Director that highlights initiatives and outcomes to include publishing updates in FoodNet, SIGACT submission, and any report requests to higher echelons.

Required Documentation: The use of a “Gratuitous Service Agreement” must be completed prior to any services being rendered. A sample is provided at enclosure 1.

The purpose of this agreement is to outline the responsibilities and actions by both the United States Army representative (RECIPIENT) and volunteer (PROVIDER) in support of the Army Adopt an Installation Food Program initiative.

The acceptance of volunteer services shall be acknowledged on this document before an individual is allowed to provide volunteer services. A copy of the signed volunteer agreement should be given to the volunteer prior to commencing volunteer services.

The volunteer agree and all supporting documentation will be retained on file for three years following the termination of volunteer service by the organization receiving the service. After that period, a summary of each volunteer’s service may be electronically maintained at the activity until no longer needed or in accordance with AR 25-400-2 The Army Records Information Management System (ARIMS).

References:

Department of Defense Instruction, 1100.21, dated 11 March 2002 with change 1,
subject: Voluntary Services in the Department of Defense

AR 608-1, dated 13 March 2013, Army Community Service

UNIT LETTERHEAD

GRATUITOUS SERVICES AGREEMENT

1. This gratuitous services agreement is between the United States Army (RECIPIENT) and _____ (PROVIDER).
2. The duration of this gratuitous services agreement is from _____ to _____. The duration of this agreement cannot be extended except by the express, written, mutual consent of both parties. However, both parties can mutually consent to early termination of this agreement, verbally or in writing. Additionally, this agreement can be unilaterally terminated by either party, with or without cause, with or without prior notification to the other party, in writing or verbally. Both parties are prohibited from claiming or seeking damages from the other party or from the United States because of any mutual or unilateral early termination of this agreement.
3. The terms of this agreement cannot be modified except by the express, written consent of both parties.
4. PROVIDER offers to provide the following gratuitous services to RECIPIENT:

5. RECIPIENT agrees to accept PROVIDER's gratuitous services identified in Paragraph 4 above to the extent permitted by law.
6. PROVIDER agrees to provide the gratuitous services described in Paragraph 4 above with the full understanding that RECIPIENT and the United States cannot and will not compensate, provide any financial benefit to, or reimburse PROVIDER in any manner for providing those services.
7. PROVIDER agrees and declares that he/she has no expectation of receiving any compensation, financial benefit, or reimbursement of any kind from RECIPIENT or the United States for providing gratuitous services under this agreement.

8. PROVIDER agrees to make no claim for compensation, financial benefit, or reimbursement of any kind against RECIPIENT or the United States for gratuitous services provided under this agreement.

9. PROVIDER understands and agrees that it would be unlawful for RECIPIENT to accept PROVIDER services if PROVIDER had any expectation of any compensation, financial benefit, or reimbursement from RECIPIENT or the United States.

10. Both parties understand and agree that PROVIDER does not become a RECIPIENT employee or United States employee for any purpose under this agreement.

11. RECIPIENT declares that it will not replace or displace any federal employee because of this agreement.

12. RECIPIENT declares that it is not using this agreement in lieu of hiring a federal employee or contractor to perform the services described in Paragraph 4 above.

13. Both parties declare that this document constitutes the sole and complete gratuitous services agreement between them.

RECIPIENT: _____ Date: _____
(Typed or printed name and signature of accepting official and date)

PROVIDER: _____ Date: _____
(Typed or printed name and signature of individual providing gratuitous service and date)